



Archebu eich Asesiad Allanol – Gateway a Chyfarfod Cynllunio
Booking your External Assessment – Gateway & Planning Meeting



Y Dangosfwrdd The Dashboard

Mae Pro yn agor gyda dangosfwrdd sy'n cynnwys gwybodaeth am eich dysgwyr, adran newyddion a chalendr wedi'i lenwi gyda manylion yr asesiad allanol.

Prentis = Dysgwr

- Pro opens on a dashboard which contains information about your learners, a news section and a calendar that will populate with the details of the external assessment.
- Apprentice = Learner

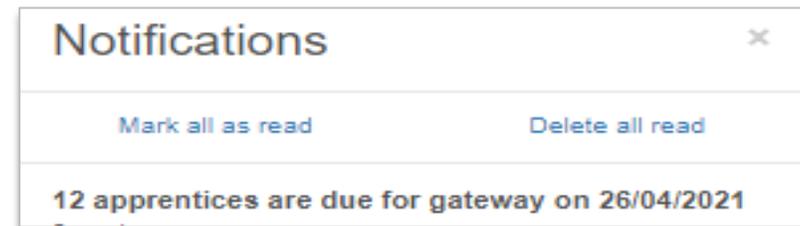
The screenshot displays the City & Guilds ilm dashboard for Wales Construction. The interface includes a navigation menu on the left with options like Dashboard, To-do's & Notifications, Apprentices, Employers, Issue Management, Gateway Review, Planning, Assessment, Support Materials, and Reporting. The main content area features a header with the user's name and a search bar. Below the header, there's an 'Area Performance' section with four key metrics: Apprentices in EPA (3), Completed gateways (0), Completed planning meetings (0), and Published certifications (0). The 'Latest News' section contains two articles: 'EPAPRO - Release Downtime - Tuesday 15th August' and 'Important - Employer Notifications Change'. A calendar for January 2024 is also visible, showing the current date as the 22nd.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

Cadarnhau'r Dyddiad Barod ar gyfer Aseiad Allanol

Confirm the Ready for External Assessment Date

- Byddwch yn cael hysbysiad ar Pro i gadarnhau'r dyddiad mae eich dysgwr yn barod ar gyfer yr aseiad allanol.
- Gallwch weld yr hysbysiadau drwy glicio'r gloch yn nghornel dde uchaf y dangoswrdd, nesaf at eich enw.
- Mae dotyn coch nesaf at unrhyw hysbysiadau dydych chi ddim wedi'u darllen.
- Efallai bydd angen golygu'r dyddiad oherwydd caiff ei osod 60 diwrnod ar ôl cofrestru bob tro.
- You will receive a notification on Pro to confirm the external assessment date for your learner.
- Notifications can be found by clicking the bell in the top right-hand corner of the dashboard, next to your name.
- There is a red dot when you have unread notifications.
- The date may need to be edited as it is pre-set for 60 days after enrolment.



Golygu a Chadarnhau'r Dyddiad Barod am Aseiad Allanol

Editing & Confirming the Ready for External Assessment Date

- Dewiswch **Gateway Review** o'r bar dewislenni
- Dewiswch **Enrolled** i weld eich dysgwyr sy'n aros am aseiad allanol
- Estimated EPA Ready Date = Dyddiad Barod am Aseiad Allanol
- Dewiswch **Edit Expected Gateway Date** o dan Camau Gweithredu

- Select **Gateway Review** from the menu bar
- Select **Enrolled** to view learners awaiting external assessment to see your learners
- Estimated EPA Ready Date = Ready for External Assessment Date
- Select **Edit Expected Gateway Date** under Actions

The screenshot shows the 'Enrolled - Awaiting Expected Gateway Date Confirmation' page in the City & Guilds ilm system. The left-hand navigation menu is open, with 'Gateway Review' selected. The main content area displays a table of learners. A blue arrow points from the 'Edit Expected Gateway Date' button in the 'Actions' column of the first row to the 'Edit Expected Gateway Date' button in the 'Actions' column of the second row. The table has the following data:

Name	Provider	Employer	EPA	Standard	Specialism	Expected Start Date	Expected Gateway Date	Actions
Daniel Wilkinson	Wales Construction			ST8042 Level 3 8042-17 Construction (Level 3) - Solid Plastering / Adeiladu (Lefel 3) - Plastro Soled v1		25/09/2022	26/09/2023	Confirm Edit Expected Gateway Date
Caitlin Wilkinson	Wales Construction			ST8042 Level 3 8042-17 Construction (Level 3) - Solid Plastering / Adeiladu (Lefel 3) - Plastro Soled v1		25/09/2022	26/09/2023	Confirm Edit Expected Gateway Date

Golygu'r Dyddiad Barod am Aseiad Allanol

Editing the Ready for External Assessment Date



- Diweddarw Expected Gateway Date
- Save Apprentice

- Update the Expected Gateway Date
- Save Apprentice

Edit Apprentice On Programme - Samantha Drury [Manage Apprentices](#) [View Profile](#)

[Apprenticeship Details](#) [User](#) [Apprentice Details](#) [Workplace Details](#) [Change of Circumstance](#) [Start New Programme](#)

Apprenticeship Details

Provider *

Wales Construction

Employer

No employers associated with provider

Apprenticeship Dates

Expected Start Date *

30/10/2022

Expected Gateway Date *

29/12/2023

[Save Apprentice](#)

Cadarnhau'r Dyddiad Barod am Aseiad Allanol

Confirming the Ready for External Assessment Date

- Os yw'r dyddiad Barod am Aseiad Allanol yn gywir, dewiswch **Confirm**
- Dewiswch **OK** yn y ffenestr naid
- Mae'r dysgwr wedi'i gadarnhau ac yn barod i gamu ymlaen drwy Gateway.

- If the Ready for External Assessment date is correct, select **Confirm**
- Select **OK** from the pop-up window
- Learner is confirmed and ready to process through Gateway

The screenshot displays the 'Gateway Review' section of the City & Guilds system. A pop-up window is overlaid on the main content, asking for confirmation of the apprentice's estimated EPA ready date. The main interface shows a table of apprentices with columns for Name, Provider, Employer, EPA, Standard, Specialism, Expected Start Date, Expected Gateway Date, and Actions. The 'Enrolled - Awaiting Expected Gateway' status is visible at the top of the table area.

Name	Provider	Employer	EPA	Standard	Specialism	Expected Start Date	Expected Gateway Date	Actions
Daniel Wilkinson	Wales Construction			ST8042 Level 3 8042-17 Construction (Level 3) - Solid Plastering / Adeiladu (Lefel 3) - Plastro Soled v1		25/09/2022	26/09/2023	Confirm Edit Expected Gateway Date
Caitlin Wilkinson	Wales Construction			ST8042 Level 3 8042-17 Construction (Level 3) - Solid Plastering / Adeiladu (Lefel 3) - Plastro Soled v1		25/09/2022	26/09/2023	Confirm Edit Expected Gateway Date
Samantha Drury	Wales Construction			ST8042 Level 3 8042-12 Construction (Level 3) - Bricklaying / Adeiladu (Lefel 3) - Gosod Brics v1		30/10/2022	29/12/2023	Confirm Edit Expected Gateway Date

Archebu'r Asesiad Allanol - Gateway

Booking the External Assessment - Gateway

- Dewiswch **Gateway Review** o'r ddewislen
- Dewiswch **Confirmed** i weld y dysgwyr sy'n barod ar gyfer eu hasesiad allanol.
- Dewiswch **Process**
- Select **Gateway Review** from the menu
- Select **Confirmed** to display the learners that are ready for their external assessment.
- Select **Process**

The screenshot displays the City & Guilds ilm Gateway Review interface. The sidebar menu on the left includes 'Dashboard', 'To-do's & Notifications', 'Apprentices', 'Employers', 'Issue Management', and 'Gateway Review'. The 'Confirmed' status is selected in the sidebar. The main content area is titled 'Confirmed Gateway' and features several filter options: 'Search...', 'Cohort ID...', 'Filter By IfATE Reference', 'Filter By Standard Title', 'Filter By Specialism', 'Filter by Provider', 'No employers for provider', 'Filter by Expected Gateway', and 'Filter by Confirmed Date'. There are 'Apply Filters' and 'Clear Filters' buttons. Below the filters is a table with the following data:

Name	Provider	Employer	EPA	Standard	Specialism	Expected Start Date	Confirmed Date	Confirmed EPA Ready Date	Actions
Kelly Morgan	Wales Construction			ST8042 Level 3 8042-12 Construction (Level 3) - Bricklaying / Adeiladu (Lefel 3) - Gosod Brics v1		25/09/2022	07/12/2023 11:33	26/09/2023	Process Reverse Confirmation

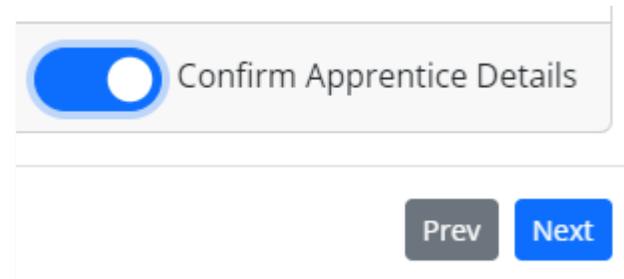
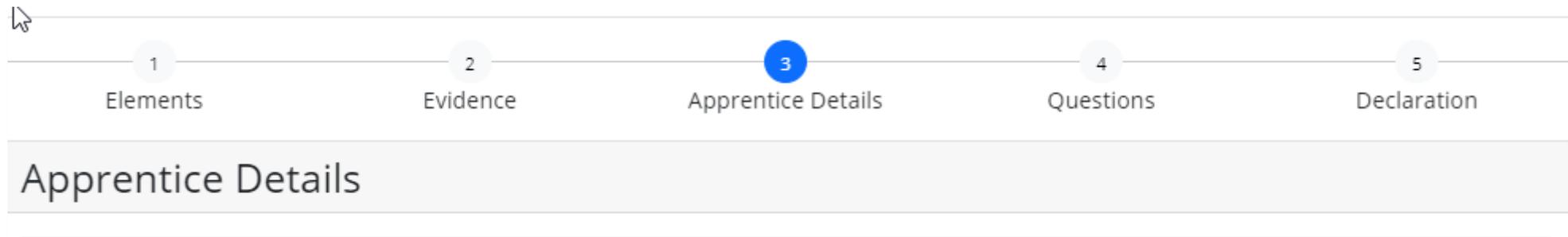
Archebu'r Asesiad Allanol – cydrannau Gateway

Booking the External Assessment – Gateway components

- Mae 3 gydran.
 - Cwblhau Prosiect Ymarferol
 - Datganiad Parodrwydd am Asesiad Allanol
 - Datganiad Dilysrwydd y Dysgwr
 - Pori/uwchlwytho, atodi ac arbed ffeil, agor cwmplen a dewis defnydd
- There are 3 components.
 - Completed Practical Project
 - Declaration of Readiness for External Assessment
 - Learner Declaration of Authenticity
 - Browse/Upload, attach and save file, open drop down and select use

The screenshot displays the 'Elements' tab of the Gateway booking interface. It features a table with three rows, each representing a Gateway Element and its corresponding Gateway Evidence. The first row is 'Completed Practical Project', the second is 'Declaration of Readiness for External Assessment', and the third is 'Learner Declaration of Authenticity'. Each row has a 'Browse/Upload' button. To the left of the table, three numbered callouts (1, 2, 3) point to the first, second, and third rows respectively. Overlaid on the right side of the interface are three modal windows. The top modal is titled 'Apprentice File(s)' and contains a 'File Browser' section with an 'Upload' button. The middle modal is also titled 'Apprentice File(s)' and contains an 'Add Apprentice File' section with a 'Label' input field, an 'Upload' section with a 'Choose File' button and 'No file chosen' text, and a 'Programme' dropdown menu. The bottom modal is titled 'Apprentice File(s)' and contains a 'File Browser' section with an 'Upload' button and a list of files. The first file in the list is 'A Knowledge Test Evidence', which has an 'Upload Date' of 'December 2023 11:30AM', an 'Uploaded By' of 'QW Construction Demo', a 'File Type' icon, and a 'File Size' of '12.27 KB'. Below the file list are 'Use' and 'Download' buttons. At the bottom of the main interface, there are 'Prev' and 'Next' buttons.

- Dewiswch **Next** a **Next** i fynd â chi at Fanylion y Prentis.
- Sgroliwch i lawr i'r gwaelod a thicio **Confirm Apprenticeship Details** (mae modd eu golygu os oes angen)
- Dewiswch **Next**.
- Select **Next** and **Next** to take you to the Apprenticeship Details.
- Scroll down to the bottom and tick to Confirm Apprenticeship Details (they can be edited if required)
- Select **Next**.



Cwestiynau Cyfarfod Cynllunio

QW Planning Meeting Questions

1 Elements 2 Evidence 3 Apprenticeship Details 4 Questions 5 Declaration

Questions

Booking Questions

Question	Answer
<p>This qualification requires you to have a Planning Meeting. Please provide up to 3 preferred dates and times you will be available. (Please note: a Planning Meeting is a virtual meeting that will last approximately 10-15 minutes. A link will be provided prior to the meeting taking place). Please make the first date no sooner than 10 working days after submitting Gateway to allow City & Guilds time to confirm acceptance of Gateway and to allocate an External Assessor We will endeavour to select the first of these dates where possible. If dates are not provided, City & Guilds will book a planning meeting in on your behalf. (required)</p>	
<p>Who would you like to attend the planning meeting? (Please provide all names and email addresses so that invitations can be sent). (required)</p>	
<p>To avoid a conflict of interest we will assign a different external assessor (EAS) to the external quality assurer (EQA) appointed to your centre. Please provide the name of your EQA (required)</p>	
<p>Do you require the External Assessor to be a Welsh speaker? (required)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Any other information you would like to share with us?</p>	

Prev Next

- Mae'r cwestiynau yn Adran 4 yr un fath ag yr oedd ar y ffurflen Cyfarfod Cynllunio. Mae'n gofyn ichi gadarnhau'r Sicrwydd Ansawdd Allanol ar gyfer eich canolfan er mwyn osgoi gwrthdaro buddiannau ar gyfer yr EAS.
- Mae hefyd yn gofyn ichi ddarparu 3 dyddiad pryd yr hoffech i'r cyfarfod cynllunio gael ei gynnal a chadarnhau pwy ddylid fod yn y cyfarfod.
- The questions in Section 4 are the same as were on the Planning Meeting form. It asks you to confirm the External Quality Assurer for your centre to avoid a conflict of interest for the EAS.
- It also asks you to provide 3 dates when you would like the planning meeting to take place and to confirm who should be at the meeting.

Archebu'r Asesiad Allanol – Cymeradwyo a Datganiad

Booking the External Assessment – Approval & Declaration

- Y datganiad yw'r sgrin olaf.
- Dylech gymeradwyo'r cydrannau gorfodol drwy dicio'r blychau a llofnodi'r datganiad. (Bydd yn cael ei lenwi'n awtomatig os ydych chi wedi cadw eich enw a'ch llofnod yn eich proffil.)
- Llithrwch y botwm **Submit Gateway** i'w ddewis. Mae eich cais am archeb wedi'i gyflwyno.
- The final screen is the declaration.
- Approve the mandatory components by ticking the boxes and sign the declaration. (This will auto-populate if you have saved your name & signature in your profile.)
- Toggle Submit Gateway and select **Submit Gateway**. Your booking request is submitted.

Approval & Declaration

Please ensure that all components are approved

- Completed Practical Project
- Completion of Employer Confirmation Guide
- Declaration of Readiness for External Assessment
- Learner Declaration of Authenticity
- Booking Questions

I confirm that the apprentice has passed the employer gateway review, and there are accurate and authentic records that the apprentice:

1. Has completed a minimum of 12 months on-programme before submitting the final gateway evidence to City & Guilds.
2. Has the knowledge, skills and behaviours required by the apprenticeship standard and is eligible for EPA.
3. Has achieved eligible English and Maths qualifications at the appropriate level, or provided evidence of an exemption.
4. Has achieved mandatory on-programme qualifications (where applicable).
5. Has achieved other specific requirements, where these are listed in the assessment plan.

Name

Signature 

Gateway Completion Date

[Clear Signature](#)

Submit Gateway

Checking this will submit the gateway for this apprentice. You will be charged in accordance with the agreed contract. This action cannot be reversed.

Diolch

Thank you